

NAAP Quick Reference Guide



2009-2010



The NAAP Quick Reference Guide provides quick access to important, helpful information.

The NADP website provides the official policy and guidance on specific topics.



Naval Acquisition Development Program (NADP)

**Naval Acquisition
Intern Program
(NAIP)**

**Naval Acquisition
Associates Program
(NAAP)**

The Naval Acquisition Career Center manages the Naval Acquisition Development Programs (NADP), the Naval Acquisition Intern Program (NAIP) and the Naval Acquisition Associates Program (NAAP). The NAIP and the NAAP are both designed to provide The Navy and Marine Corps with Acquisition Professionals.

The following quick reference guide is for members of the

NAAP. The NAAP is under the NADP umbrella and is governed by the NADP Operating Guide and



Important Information

- Check the NADP Website Bulletin Board daily.
https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cfms/announcements/bulletin_board_announcements
- Read, follow and comply with the following policy documents:
 - NADP Operating Guide for policy and guidance
 - NSPS Policy and Guidance document
 - Joint Travel Regulations (JTR)
 - Time & Attendance Guidelines
- Focus on the NAAP Mission and Objective.
 - **Mission:** To provide the DoN Acquisition Enterprise with the workforce development tools and programs that enable delivery of the products and services required by the Warfighter.
 - **Objective:** Attain or be working toward achievement of appropriate DAWIA certification as prescribed by your Career Field Master Development Plan. Accomplish the prescribed host command competency requirements as defined by your Individual Development Plan within defined timeframes.

Compensation

Pay Schedule/Education	Base Salary	ACDP 1	ACDP 2	Pre-Grad ACDP	Post-Grad	Program Length (Years)
NAAP - YD/YA, All Positions						
Entry - MS/MBA Degree and 2 years exp or BS/BA Degree and 4 years exp	\$53,200	10% (6 months)	10% (6 months)	None	At least 9.64%	2
Advanced -MS/MBA Degree and 4 years exp or BS/BA Degree and 6 years exp	\$64,403	None	None	None	At least 29.5%	2
Acquisition Expedited Hiring Authority (EHA) Pay Band 2 positions	\$40,093 - \$91,801	None	None	None	N/A	2

- Base rates are for new hires in 2009 and will be adjusted yearly and are effective the first pay period in January.
- These figures do not include the Local Market Supplement or the NSPS Payout.

-

-

- DAWIA Training/Career Field Certification Requirements
- Rotations
- Career Field Competencies
- Acquisition Journeyman Leadership Development Course (AJLD)

-

-

-

Graduation Requirements

MASTER DEVELOPMENT PLAN FOR THE NAVAL ACQUISITION ASSOCIATES PROGRAM

Name:	SYSKOM:	Command:
CFM:	Supervisor:	Start Date:

1. Mandatory Certification Training (as prescribed by www.dau.mil):

	Course	Scheduled Date	Completed Date
Year 1			
Year 2			

2. Competency Development:

As assigned by Host Command on local IDP.

3. Rotational Assignments (optional):

- NACC will fund up to one CONUS 59 day or less rotation.

Command/Location	Funding	Planned Dates	Purpose
1.	NACC		
2.	Command		
3.	Command		
4.	Command		

4. Formal Training:

Training	Date Completed
Acquisition Journeyman Leadership Development (AJLD) Course	

5. Please provide a copy of the Master Development Plan to NACC ACM within the first 45 days of the program and 90 days prior to graduation.

6. Expected Graduation Date: _____

Date: _____

Supervisor/CFM Endorsement: _____

Acknowledged: _____

NACC Career Manager Approval: _____

NACC ACTIONS

- Provide Command with graduation notice approximately 60 days in advance.
- Contact Command and confirm that they are picking up the associate on time.
- Provide HR POC for SF-75 information.
- Ensure graduation requirements have been met.
- Determine if associate is going to an NSPS position.
- If going to NSPS, obtain Rating Official and HLR Information.

COMMAND ACTIONS

- Verify with Career Services Representative (CSR) that the associate is getting picked up on specified graduation date.
- Process RPA to pick up associate the day following the graduation date.
- To request SF-75 information, contact HRSC-SE at:
HRSCSE_Records_Branch@navy.mil
- If associate is being picked up by a command other than homeport, that command must verify pick-up date with CSR.

The information below applies to Non-DAU, NACC funded travel only.

-
-
-
-
-
-
-
-
-

- Save all of your receipts.
- Contact your CSR before making any changes to your travel arrangements.
- Process your travel voucher in DTS within 5 days after your return.
- Turn off your “Out-of-Office Assistant” in MS Outlook and remove your extended absence greeting on your voicemail.

TRAVEL DO'S

CRITERIA

DTS CHECKLIST

2. Government Credit Card (GOVCC)	If you are traveling for the NAAI, you must have a GOVCC.
3. Review Dates of Travel	A. If travel for a rotation and longer than 45 days, ensure partial payments are selected. B. For Rotations, you should depart on a Monday and return on a Friday.
4. Review Transportation	
IF POV	Is Your Parking and Mileage Included?
IF AIR	Are Baggage Fees, Transportation to/from Airport, Government Fare Selected?
IF RENTAL CAR	Are Parking and Gas Included?
	If "No" to any of the above, you must include remarks to the Approving Official.
5. Review Lodging	A. Are Hotel Taxes Included? (If BOQ, not applicable) Estimate \$25.00 per day. B. If no cost for Lodging - must include comments to the Approving Official.
6. Review of "Other Expenses"	A. Parking (If POV or Rental Car) B. Laundry (If traveling > 5 days) C. Hotel Taxes (When not staying in BOQ) D. Tolls (if necessary) E. Shuttle/Taxi (If no POV or no Rental Car) F. Metro Fees

-

-

-

-

-

-

Rotational Assignments

•

•

•

•

•

•

-
-
-
-
-
-
-

Register-Now Website:

<https://www.atrrs.army.mil/atrns/rnow/rnswitch.asp>



DAU TRAVEL

-

-

-

-

-

-

-

-

dautravel3@navy.mil

-

-

-

-

-

-

<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>

-

-

-

- **Associate must be making progress towards DAWIA certification and supervisor must validate.**

-

-

-

Non-DAU Courses

Highlights:

- Need to submit an SF-182 (do not include travel costs on this form) along with the following:
 - Course description
 - Printed version of course cost
 - IDP Page
- All tuition requests must reach NACC at least 60 days in advance.

Things You Need to Know:

- CSRs cannot make corrections on SF-182.
- Associate is responsible for sending approved SF-182 to vendor (i.e. College).
- Please email PDF version of tuition request to CSR.
- Do not submit last minute tuition requests.

AWTAP WILL fund:

- Courses in the fiscal year in which they start
- Mandatory prerequisite courses
- General electives
- Online/intranet access fees
- College equivalency assessments
- Portfolio assessments

AWTAP WILL NOT fund:

- Courses or education beyond the master's degree level
- Non-credit courses
- Application and graduation fees
- Entrance examination fees
- Public internet access fees
- Parking, Travel, and lodging expenses.
- Courses completed or in process at the time of acceptance into AWTAP
- Courses for which other reimbursement has been or will be obtained.
- Materials that are student property
- Late or delinquent fees incurred by the student

- Undergraduate courses must be completed with a grade of "C" or better.
- Graduate level courses must be completed with a grade of "B" or better.
- Reimbursement will be required of AWTAP participants who fail, withdraw, or do not earn and document the minimum grade for funded courses.
- Students are required to provide grades for all coursework on their approved AWTAP education plan.

•

•

•

•

•

•

•

•

•



STEP 1: Create Interim Review Self Assessment

- Associate completes self assessment in a word document.
- Associate emails self assessment to their supervisor.
- Associate enters self assessment in the Performance Appraisal Application (PAA).

STEP 2: Acknowledge Interim Review

- Supervisor communicates Interim Review to the associate.
- Associate contacts NACC Rating Official to acknowledge completion.

STEP 3: Complete Interim Review

- NACC Rating Official documents communication of the Interim Review and completes the Interim Review in the PAA.



STEP 1: Create Self Assessment for Final Appraisal

- Associate completes self assessment in a word document.
- Associate emails self assessment to their supervisor.
- Associate enters self assessment in the Performance Appraisal Application (PAA).

STEP 2: NACC Rating Official Enters Data into the PAA.

STEP 3: Pay Panel Meets and Reconciles Final Rating.

STEP 4: PAA data is validated and sent to DCPDS.

STEP 5: Completed Final Review communicated.

STEP 6: Associate contacts NACC Rating Official to acknowledge a completed Final Appraisal.

- - http://acquisition.navy.mil/career_management/interns/nsps_information
 - Policy and Guidance
 - Performance Appraisal Application User Instruction
 - Tips for Writing a Self Assessment
- <http://www.cpms.osd.mil/nsps/iSuccess/>
- <http://www.cpms.osd.mil/nsps/docs/SelfAssessmentFactSheet.pdf>
-
-
-
-

Time and Attendance

-

-

-

-

-

http://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cfms

-

http://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cfms

-

POC for Distribution Codes:

Last Name A – L:

Phone: 717-605-8642

POC for Distribution Codes:

Last Name M – Z:

Phone: 717-605-2668

-
-
-
-
-
-
- Reimbursable Overtime and Awards Information Sheet
-

Common Access Card

The CAC is a DoD smartcard issued as standard identification for military personnel, civilian employees, and eligible contractor personnel. The CAC is used as a general identification card and is required to log in to DoD computers, web-based DoD applications, and certain DoD facilities.

Your Homeport Supervisor or Command Activity Field Representative should ensure that the proper paperwork is completed prior to your arrival in order to obtain a Navy Marine Corps Intranet (NMCI) account for you. This is the first step in providing you with access to government computers.

The process for obtaining your CAC does not begin until you have reported for your first day of work.

Step 1: Complete the DD 1172-2 with your Supervisor

Your Supervisor, Career Field Manager, or the Local Command security office, can provide you with the paperwork (Form DD 1172-2) needed to

Step 2: Make an appointment to visit the CAC issuance office

Once the paperwork has been completed, you will need to make an appointment to visit the CAC issuance office by booking an appointment online at: <https://es.cac.navy.mil/>

(Your Supervisor, Command Activity Field Representative, or other designee can assist you with the online appointment process, as you will be unable to log on to your computer at work prior to getting your CAC).

Step 3: Contact NMCI Helpdesk for “First Time User Set-up”


































After obtaining your CAC and signing on to your computer for the first time, you will need to contact the Navy Marine Corps Intranet (NMCI) Helpdesk at (866-843-6624) to have them guide you through the “First Time User Set-Up.” This set up process will ensure that your system certificates (ID, Signature, and Encryption) are registered on your computer and that your Microsoft Outlook e-mail is set-up properly. It should be noted, that you will have to re-register your system certificates any time you permanently change computers.

Remember to carry your CAC when you leave your area or your command for identification purposes.

**Common
Access Card**

- 1.
 - 2.
 - a. Full address
 - b. Security POC
(Name, Phone #, Fax #, and SMO Code)
 - a. Dates of Visit (From, To)
 - b. Reason for Visit
 - c. Level of Security Access needed.
 - d. Your Name, Grade, and Phone #
 - 4.
1. Rotational Assignments
 2. Special Projects
 3. Meetings
 4. Contractor Visits
- 1.

Navy/Marine Corp Officer Insignias

Navy Rank	Marine Corp Rank	Navy & Marine Corp Insignia	Navy Shoulder Insignia	Navy Sleeve Insignia	Civilian Equivalents
Ensign (ENS)	Second Lieutenant (2nd LT)				GS- 7
Lieutenant Junior Grade (LTJG)	First Lieutenant (1st LT)				GS-8- 9
Lieutenant (LT)	Captain (CAPT)				GS-10-11
Lieutenant Commander (LCDR)	Major (MAJ)				GS-12
Commander (CDR)	Lieutenant Colonel (LT COL)				GS-13-14
Captain (CAPT)	Colonel (COL)				GS-15
Rear Admiral (lower half) (RDML)	Brigadier General (BRIG GEN)				SES
Rear Admiral (upper half) (RADM)	Major General (MAJ GEN)				SES
Vice Admiral (VADM)	Lieutenant General (LT GEN)				SES
Admiral (ADM)	General (GEN)				
Fleet Admiral* (FADM)	N/A				

Navy/Marine Corp Enlisted Ranks

ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

E-1

E-2

E-3

E-4

E-5

E-6

E-7

E-8

E-9

NAVY



SEAMAN
RECRUIT



SEAMAN
APPRENTICE



SEAMAN



PETTY
OFFICER
THIRD CLASS



PETTY
OFFICER
SECOND
CLASS



PETTY
OFFICER
FIRST CLASS



CHIEF
PETTY
OFFICER



SENIOR
CHIEF
PETTY
OFFICER



MASTER
CHIEF PETTY
OFFICER



MASTER CHIEF
PETTY
OFFICER OF
THE NAVY

MARINES

(no insignia)

PRIVATE



PRIVATE
FIRST CLASS



LANCE
CORPORAL



CORPORAL



SERGEANT



STAFF
SERGEANT



GUNNERY
SERGEANT



FIRST
SERGEANT



MASTER
SERGEANT



SERGEANT
MAJOR



MASTER
GUNNERY
SERGEANT



SERGEANT
MAJOR OF THE
MARINE CORPS

- <http://www.instantadvice.net/web/default.jsp?rn=80724174>
- <http://www.grad.usda.gov/>
- <https://www.homeport.navy.mil/training/>
- <http://perdiem.hqda.pentagon.mil/perdiem>
- - My Pay
 - EBIS
 - TSP
 - OPM Homepage
 - USA Jobs
- <https://twms.nmci.navy.mil/login.asp>

Points of Contact

COMMAND	CAREER MANAGER (CM)	ASSISTANT CAREER MANAGER (ACM)	CAREER SERVICES REPRESENTATIVE (CSR)
NAVAIR	717-605-2887	717-605-1570	717-605-6484
NAVSEA	717-605-2279	717-605-1782	717-605-3852
MCORPS	717-605-2652	717-605-1782	717-605-3852
MSC	717-605-2652	717-605-1782	717-605-3852
IPO	717-605-2652	717-605-1782	717-605-3852
NCCA	717-605-2652	717-605-1782	717-605-3852
ONR	717-605-2652	717-605-1782	717-605-3852
NAVSUP/NELO	717-605-2652	717-605-1782	717-605-3852
NAVFAC	717-605-2652	717-605-1570	717-605-6484
SPAWAR	717-605-2652	717-605-1570	717-605-6484
SSP	717-605-2652	717-605-1570	717-605-6484

Your CSR is the primary contact for the following:

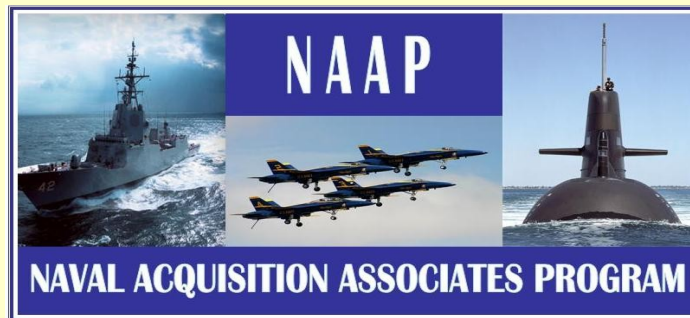
- 1. Processing tuition and travel requests
 - 2. Coordinating travel for training and education requirements.
 - 3. Obtaining tuition assistance for training requirements.
 - 4. Updating personal information (i.e. changes to phone numbers, email address.)
- Note: Annotate home address changes on timesheet.

-
-
-
-

Your CM and ACM are the primary contacts for the following:

- 1. Providing guidance concerning career management.
- 2. Graduation Requirements
- 3. NSPS/PAA
- 4. ACDP's

Note: The Career Manager (CM) is the final approval authority for rotations, training, IDPs, etc.



This guide is not intended as a substitute for the NADP Operating Guide or the NSPS Policy and Guidance document. For complete, detailed information regarding the topics contained herein, please consult the the NADP Website:

http://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/interns_associates_cfms

Please provide comments and suggestions regarding this guide to 717-605-1782.